



Several vacancies may be available - multiple selections may be made

Job Title:	HR Specialist – Recruitment and Placement, S-0201-07/09/11
Location:	RAF Mildenhall
Vacancy Number:	267430
Close Date:	11 September 2026
Hours and Schedule:	40 hours per week, Mon-Fri (0800-1630)
Hourly Pay:	£14.72-£30.28

This is a developmental position. You will be provided with job progression and training for completion to reach the targeted grade of S-0201-11

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72 an hour
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

This position serves in a developmental capacity as a Human Resources Specialist (Recruitment & Placement), focusing on building and refining analytical and evaluative skills through structured, progressive assignments. In this role, the incumbent delivers end-to-end recruitment, placement, and affirmative employment advisory services, while actively participating in special projects, studies, and related initiatives. Additionally, the specialist drafts formal correspondence and administrative documentation, with full promotion contingent upon the successful completion of all mandated training programs and regulatory benchmarks.

Qualifications and Key skills

- A valid UK CAT B driving license is required

To qualify for this position, candidates must demonstrate at least one year of specialized experience applying standard human resources recruitment, placement, and affirmative employment principles to address issues of limited scope and complexity. Qualified applicants must possess proven abilities to effectively plan and organize assigned workloads, collect and analyze factual data to draw sound conclusions, and clearly communicate procedural and factual information in both written and oral formats.

Other Significant facts

1. You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
2. You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
3. You will be required to complete a 6-month probationary period.
4. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
5. You must be able to communicate effectively both orally and in writing.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil